

{In Archive} outside activity, book deal Justina Fugh to: Lisa Heinzerling

Cc: Pat Hirsch

Archive: This message is being viewed in an archive.

02/02/2009 06:48 PM

Hi Lisa.

You indicated that you have an outstanding arrangement to publish a book related to reforming the regulatory review process at EPA. This book will review three EPA case studies, specifically the mercury rule, the clean air interstate rule, and a rule involving clean water intake structures. The book is not quite finished, and you anticipate needing to spend some additional time in your personal capacity to finish the work. However, because the subject of the book is directly related to the EPA, you wondered about the possible ethical constraints, if any, that will apply to this situation. I note that, at this point, you are a Schedule C employee, but we expect that you will be named to a non-career SES position at some point.

Let's start off by saying that you will need to be approved by your Deputy Ethics Official for engaging in this outside activity. Set forth below is the information that you need to provide to me (since I serve as your DEO). I will be able to approve your request, so long as you realize that you cannot use any government time or equipment to carry out this activity, nor can you use any information that the Agency's considers confidential that you have learned while working here. Also, you should not make reference to your EPA position and title to market the book. You may, if you wish, refer to your EPA position and title, but only so long as it is one of several -- meaning at least three -- biographical details, with EPA not having any undue prominence. And I'm a girl who loves a disclaimer, too, so that may be useful if you make reference to EPA (that would say something like: the views expressed are those of the authors and do not necessarily reflect those of the United States Environmental Protection Agency).

I do not conclude that the fact that this book deal exists precludes you from working on the mercury rule. There is no financial conflict of interest nor any impartiality concern that I can determine from these facts.

The tougher question is whether you can be paid for the work that remains to be done, which will necessarily be performed now that you are a federal employee, and how you can be compensated for work that you had done before you joined EPA. We need to think about the ethics rules, whether the ban on outside earned income applies to you, and whether the compensation affects the 15% outside earned income limitation for you when you become a non-career SES employee.

ETHICS RULES: The subject of the book directly relates to ongoing Agency programs, policies and operations, so under the ethics rules at 5 CFR 2635.807, you cannot be compensated for this work. However, that restriction applies only to writing or editing that you will be doing after you became an EPA employee. With respect to writing that occurred before your government service, you can receive compensation for that work, even if you receive the compensation after you've begun working for EPA. It's important, though, to distinguish that you are getting compensation for work you had done before joining EPA. As discussed earlier, you cannot be compensated at all for any work that you do after becoming an EPA employee.

OUTSIDE EARNED INCOME BAN: Your pay level, even after becoming non-career SES, will not trigger the outright ban against any outside earned income.

15% OUTSIDE EARNED INCOME LIMITATION: When you become a non-career SES employee, you will be limited to how much you can receive in outside earned income in any calendar year. This amount is a percentage (15%) of the base pay of level II of the Executive Schedule. As of January 2009, that amount is \$26,550. You cannot earn more than this amount in compensation from all sources in the calendar year. Any compensation that you receive for writing that you did prior to becoming a federal employee does not count toward the limit. Also, any royalties that accrue while you are a federal employee will not count toward the limit.

Pursuant to the Standards of Ethical Conduct, you could not properly refer to your EPA position or title except as one of several (meaning three) biographical details pursuant to 5 CFR 2635.808(b). Employees

who fail to follow that provision are in jeopardy of violating the misuse of position standards set forth at 5 CFR Part 2635, Subpart G. For example, 5 CFR 2635.702 prevents employees from using their public office for private gain. Specifically, employees cannot "use or permit the use of their government position, title or any authority associated with ... public office in a manner that could reasonably be construed to imply that [EPA] or the Government sanctions or endorses his personal activities." 5 CFR 2635.702(b). You would also be precluded from allowing the "improper use of nonpublic information to further [your] own private interest" [5 CFR 2635.703(a)], cannot use government property for other than authorized purposes [5 CFR 2635.704(a)], and shall use "official time in an honest effort to perform official duties" [5 CFR 2635.705(a)].

REQUESTING APPROVAL OF OUTSIDE ACTIVITY:

Just send me an email that addresses the following points:

- name, title and grade;
- the nature of the outside activity, including a full description of the services to be performed and the amount of compensation expected;
- the name and business of the person or organization for which the work will be done;
- the estimated time to be devoted to the activity;
- that the service will be performed entirely outside of normal duty hours or, if not, then
 estimate the number of hours of absence from work required;
- a statement that no official duty time or Government property, resources, or facilities not
 available to the general public will be used in connection with the outside employment;
- the basis for compensation (e.g., fee, per diem, per annum, etc.)
- a statement that you have read, are familiar with, and will abide by the restrictions described in 5 CFR Part 2635 (Subpart H on "Outside Activities) and Section 6401.102 (EPA's Supplemental Regulations, codified at 5 CFR Part 6401) [found at

http://www.usoge.gov/ethics_docs/publications/reference_publications/rfsoc_02.pdf and www.ecfr.gpoaccess.gov]; and

 an identification of any EPA assistance agreements or contracts held by a person to or for whom services would be provided.

Sorry -- ethics advice can be long and tedious. Let me know if you have any follow up questions! Justina

Justina Fugh * Senior Counsel for Ethics * Office of General Counsel * US EPA (Mail Code 2311A) * Room 4308 Ariel Rios North * Washington, DC 20460 * phone 202-564-1786 / cell 202-731-3631 / fax 202-564-1772



{In Archive} Re: Fw: Georgetown Law alumni magazine coverage

Justina Fugh to: Lisa Heinzerling

02/04/2009 03:42 PM

Archive:

This message is being viewed in an archive.

Hi Lisa.

I don't know why Georgetown wants to take your picture, but let's assume it's because you're in the Obama administration and because you are affiliated with the school. Will there also be a story about you and the others? If so, then please bear in mind that there are restrictions against using your EPA position and title, and in using that position or title to be involved in any partisan political activity. Assuming that the story and/or photo will be centered on you and your career, then it's likely that any reference to EPA position and title will be featured as one of several biographical details, which is what I recommend. Justina

PS -- would love to have your SF-278 soon!

Lisa Heinzerling

Justina, Thank you for your extremely prompt re...

02/04/2009 10:54:51 AM

From:

Lisa Heinzerling/DC/USEPA/US

To: Date: Justina Fugh/DC/USEPA/US@EPA

02/04/2009 10:54 AM

Subject:

Fw: Georgetown Law alumni magazine coverage

Justina,

Thank you for your extremely prompt response to my inquiry about my book the other day.

Now there is another matter to consider. See email below.

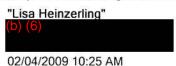
Does posing for a picture for the alumni magazine of the school from which I have taken a two-year leave of absence pose an ethics problem?

Thank you in advance for your sage advice.

Best. Lisa

---- Forwarded by Lisa Heinzerling/DC/USEPA/US on 02/04/2009 10:53 AM -----





To Lisa Heinzerling/DC/USEPA/US@EPA

CC

Subject FW: Georgetown Law alumni magazine coverage

From: Anne Cassidy

Sent: Wed 2/4/2009 9:33 AM

To: Lisa Heinzerling; (b) (6)

Cc: (b) (6)

Subject: Georgetown Law alumni magazine coverage

Hello,

I'm following up on an earlier email I sent you about the alumni magazine cover photo the dean asked us to arrange. I haven't heard back from all of you so I wanted to try again.

to arrange. I haven't heard back from all of you so I wanted to try again.

As I mentioned earlier, our photographer is available Tuesday, February 10 and Thursday, February 12 from 8 a.m. until 5 p.m. This will take no more than 30-60 minutes and (b) (6) found a great spot to shoot in the Russell Senate Office Building.

In order to find a time that will work for all four of you, could you please let me know what time(s) you are NOT available on those days? Thanks so much.

Congratulations again on your new positions! I look forward to hearing from you soon,
Anne

Anne Cassidy
Editor, Georgetown Law
Georgetown University Law Center
600 New Jersey Avenue, NW
Washington, D.C. 20001
202.662.9694
acc52@law.georgetown.edu



{In Archive} Re: talk to faculty at Georgetown Law Center

Justina Fugh to: Lisa Heinzerling

Cc: Pat Hirsch

02/13/2009 03:57 PM

Archive:

This message is being viewed in an archive.

Hi Lisa,

As I understand it (though I don't have your 278 to know for sure), you are on a leave of absence from GULC. Is that correct? If so, then you have a financial conflict of interest with them. That means that you cannot participate in your official duty by participating personally and substantially in any particular matter that will have a direct and predictable effect upon GULC's financial interest. I don't find that attending a faculty retreat will affect GULC's financial interest.

Next we turn to whether there is any concern from an impartiality standpoint. You also have a "covered relationship" with GULC since is you were employed by them in the last year. The relevant test here is whether a reasonable person with knowledge of the relevant facts would question your ability to be impartial. Added to the mix is that you signed the ethics pledge, which says that you will not attend any meeting or other communication relating to the performance of your official duties including any meeting or communication with your "former employer." One problem is that we (EPA and the Office of Government Ethics) do not know whether GULC should be considered your "former" employer since you are just on a leave of absence.

So, if you were planning on doing this meeting as part of your official duties, I can't give you a definitive read on the ethics pledge. Just don't know whether GULC meets the criterion of a "former employer" for those purposes. From an ethics perspective, if you want to meet with GULC faculty as part of official duty, then I would have to issue you an impartiality determination that the interests of the Agency in your official participation outweigh concerns about a lack of impartiality. I do not know the extent of your financial arrangements with GULC nor your other financial interests. I know that you may still be employed by GULC, and that you served on its faculty. Those factors weigh against granting you an impartiality determination to participate in your official capacity. Your affiliation with GULC is too close, and the Agency's interest in official participation with GULC's faculty retreat is too remote to grant permission.

If you nevertheless decide to participate in your personal capacity, then you will have to take annual leave (if the meeting occurs during business hours), will have to pay your own transportation costs (as you indicate you would already), and cannot make reference to your EPA position and title except as one of several biographical details (that's usually three). While I doubt it would occur, you cannot be paid for speaking at this event. If you attend, you will not be speaking for the Agency or in your official EPA capacity.

Best regards, Justina

Justina Fugh * Senior Counsel for Ethics * Office of General Counsel * US EPA (Mail Code 2311A) * Room 4308 Ariel Rios North * Washington, DC 20460 * phone 202-564-1786 / cell 202-731-3631 / fax 202-564-1772

Lisa Heinzerling

Rob Goulding said today that I should let you kn...

02/13/2009 03:14:10 PM

From: To: Lisa Heinzerling/DC/USEPA/US
Justina Fugh/DC/USEPA/US@EPA

Date:

02/13/2009 03:14 PM

Subject:

talk to faculty at Georgetown Law Center

Rob Goulding said today that I should let you know whenever I'm giving a talk to an outside group so you can make sure it's ok.

I'm sorry this particular notice is so late. I am scheduled to give a brief (10-15 minutes) talk to my own law faculty at Georgetown, for their faculty retreat, on the EPA transition process and, very generally, on the beginnings of the new administration at EPA. I will go to the talk by Metro, paid for by myself, and I won't be having any refreshments or taking anything of value while I'm there.

May I do this, consistent with our ethics rules?

Thank you for letting me know.



{In Archive} Re: talk to faculty at Georgetown Law Center

Justina Fugh to: Lisa Heinzerling

02/13/2009 04:13 PM

Archive

This message is being viewed in an archive.

Yeah, that's the joy of being the ethics counselor: we can squeeze the fun out of any event at all.

PS -- I've already raised the leave of absence v. former employer question with the Office of Government Ethics.

Lisa Heinzerling

Thank you very much. You know what? I'm goin...

02/13/2009 04:07:30 PM

From:

Lisa Heinzerling/DC/USEPA/US Justina Fugh/DC/USEPA/US@EPA

To: Date:

02/13/2009 04:07 PM

Subject:

Re: talk to faculty at Georgetown Law Center

Thank you very much.

You know what? I'm going to cancel the talk. I just don't want to have any questions about this. At some point, it will be nice to know whether being on leave puts Georgetown in the "former employer" category for me. But time is short, and I think the most prudent course of action is not to give the talk and to await clarification on this point. AND -- I realize that clarification awaits my own submission of my form 278.

Again, thanks for the prompt response. Have a good weekend.

Justina Fugh

Hi Lisa, As I understand it (though I don't have y...

02/13/2009 03:57:27 PM



Justina Fugh/DC/USEPA/US

02/13/2009 03:57 PM

To Lisa Heinzerling/DC/USEPA/US@EPA

cc Pat Hirsch/DC/USEPA/US@EPA

Subject Re: talk to faculty at Georgetown Law Center_1

Hi Lisa,

As I understand it (though I don't have your 278 to know for sure), you are on a leave of absence from GULC. Is that correct? If so, then you have a financial conflict of interest with them. That means that you cannot participate in your official duty by participating personally and substantially in any particular matter that will have a direct and predictable effect upon GULC's financial interest. I don't find that attending a faculty retreat will affect GULC's financial interest.

Next we turn to whether there is any concern from an impartiality standpoint. You also have a "covered relationship" with GULC since is you were employed by them in the last year. The relevant test here is whether a reasonable person with knowledge of the relevant facts would question your ability to be impartial. Added to the mix is that you signed the ethics pledge, which says that you will not attend any meeting or other communication relating to the performance of your official duties including any meeting or communication with your "former employer." One problem is that we (EPA and the Office of Government Ethics) do not know whether GULC should be considered your "former" employer since you are just on a leave of absence.

So, if you were planning on doing this meeting as part of your official duties, I can't give you a definitive read on the ethics pledge. Just don't know whether GULC meets the criterion of a "former employer" for those purposes. From an ethics perspective, if you want to meet with GULC faculty as part of official duty, then I would have to issue you an impartiality determination that the interests of the Agency in your official participation outweigh concerns about a lack of impartiality. I do not know the extent of your financial arrangements with GULC nor your other financial interests. I know that you may still be employed by GULC, and that you served on its faculty. Those factors weigh against granting you an impartiality determination to participate in your official capacity. Your affiliation with GULC is too close, and the Agency's interest in official participation with GULC's faculty retreat is too remote to grant permission.

If you nevertheless decide to participate in your personal capacity, then you will have to take annual leave (if the meeting occurs during business hours), will have to pay your own transportation costs (as you indicate you would already), and cannot make reference to your EPA position and title except as one of several biographical details (that's usually three). While I doubt it would occur, you cannot be paid for speaking at this event. If you attend, you will not be speaking for the Agency or in your official EPA capacity.

Best regards, Justina

Justina Fugh * Senior Counsel for Ethics * Office of General Counsel * US EPA (Mail Code 2311A) * Room 4308 Ariel Rios North * Washington, DC 20460 * phone 202-564-1786 / cell 202-731-3631 / fax 202-564-1772

Lisa Heinzerling

Rob Goulding said today that I should let you kn...

02/13/2009 03:14:10 PM

From: To: Lisa Heinzerling/DC/USEPA/US
Justina Fugh/DC/USEPA/US@EPA

Date:

02/13/2009 03:14 PM

Subject:

talk to faculty at Georgetown Law Center

Rob Goulding said today that I should let you know whenever I'm giving a talk to an outside group so you can make sure it's ok.

I'm sorry this particular notice is so late. I am scheduled to give a brief (10-15 minutes) talk to my own law faculty at Georgetown, for their faculty retreat, on the EPA transition process and, very generally, on the beginnings of the new administration at EPA. I will go to the talk by Metro, paid for by myself, and I won't be having any refreshments or taking anything of value while I'm there.

May I do this, consistent with our ethics rules?

Thank you for letting me know.



In Archive Re: reception at Georgetown tonight

Justina Fugh to: Lisa Heinzerling

02/23/2009 06:04 PM

Archive:

This message is being viewed in an archive.

yep, the regs require that we make the determination, not the employee. That's how ethics officials maintain job security!

Seriously, we have to check on the diversity of interests represented by the invitations, who is paying for the event, how much it costs, whether it's a lobbying organization, whether it's a 501(c)(3), and whether attendance is in the interests of the government.

Lisa Heinzerling

Thanks, Justina. I'm sorry about my confusion a...

02/23/2009 05:13:06 PM

From:

Lisa Heinzerling/DC/USEPA/US

To: Date: Justina Fugh/DC/USEPA/US@EPA

02/23/2009 05:13 PM

Subject:

Re: reception at Georgetown tonight

Thanks, Justina.

I'm sorry about my confusion about the "WAG" test; I hadn't realized you needed to make inquiries yourself rather than just knowing, myself, that a couple hundred invitations went out to many different people.

Justina Fugh

Hi Lisa, Well, GU is a registered lobbyist, but it i...

02/23/2009 05:08:20 PM

From:

Justina Fugh/DC/USEPA/US

To:

Lisa Heinzerling/DC/USEPA/US@EPA

Date:

02/23/2009 05:08 PM

Subject:

Re: reception at Georgetown tonight

Hi Lisa.

Well, GU is a registered lobbyist, but it is also a 501(c)(3), so apply only the Standards of Ethical Conduct gift exception rules. In order for the event to be deemed a widely attended gathering, your ethics official needed to make the necessary determination. Unfortunately, I haven't been asked to make any determination about this event (not even for the Administrator), so I can't confirm whether it meets the WAG test or not. It may, but I don't know for sure since I didn't make any inquiries myself. Since she's speaking, she qualifies for an exception that doesn't apply to you.

If there's a chance -- and there is -- that the reception's fare will be less than \$20 per person, then you may accept it even if you attend in your official capacity. It's generally not prudent to attend any event as "both" in your outside capacity and your EPA capacity, though. Just remember that anytime you're going to do anything involving Georgetown, you should get ethics clearance for each event. Justina

Lisa Heinzerling

Hi Justina -- I had pieced together your respons...

02/23/2009 03:52:18 PM

From: To:

Lisa Heinzerling/DC/USEPA/US

Date:

Justina Fugh/DC/USEPA/US@EPA 02/23/2009 03:52 PM

Subject:

reception at Georgetown tonight

Hi Justina --

I had pieced together your responses to my previous inquiries about ethics issues and had been operating under the assumption that the following event was fine for me to attend...but then I got anxious and thought I'd ask you about it.

Lisa Jackson and I are attending a reception tonight at the Georgetown Law Center. LJ is delivering brief remarks to help celebrate the opening of the Georgetown State-Federal Climate Resource Center. I've been invited both as a faculty member on leave of absence and as a member LJ's staff. I am not speaking at the event. I have no public role in the event. My name did not appear on the event invitations.

May I go? The event is a widely attended one, with invitees from many different organizations, government, etc.

I'm sorry for the late notice. I just wanted to be extra cautious and ask you.

Lisa

{In Archive} Re: seeking counsel on recusal

Lisa Heinzerling to: Justina Fugh

Cc. Scott Fulton

Archive

This message is being viewed in an archive.

Thank you, Justina. I appreciate the (as usual) very speedy response. Justina Fugh

---- Original Message -----From: Justina Fugh

Sent: 09/24/2009 07:36 PM EDT

To: Lisa Heinzerling Cc: Scott Fulton

Subject: Re: seeking counsel on recusal

Hi Lisa,

As I understand it, you participated in this particular case by writing an amicus brief in Riverkeeper's challenge to EPA's Phase II rule on cooling water intake structures issued under section 316(b) of the Clean Water Act. That case was heard by the Supreme Court but has been remanded, and the Agency has asked to reconsider the rule that formed the basis for the litigation. You wonder whether you may participate in "matters related to the remand." I am assuming that you are asking whether you may participate in any discussions or meetings related to the Agency's work to develop a new rule. You may indeed do so, as a new rule that the Agency considers is an entirely new particular matter. You may not, however, engage in any discussion related to the Riverkeeper litigation itself. Justina

Lisa Heinzerling

Thanks, Scott. Justina, Happy, of course, to ans...

09/22/2009 12:49:38 PM

From:

Lisa Heinzerling/DC/USEPA/US

To:

Scott Fulton/DC/USEPA/US@EPA Justina Fugh/DC/USEPA/US@EPA

Cc: Date:

09/22/2009 12:49 PM

Subject:

Re: seeking counsel on recusal

Thanks, Scott.

Justina, Happy, of course, to answer any questions you might have about this.

Scott Fulton

Hi Lisa - Justina Fugh is the right person for this....

09/21/2009 10:23:30 PM

From:

Scott Fulton/DC/USEPA/US

To:

Lisa Heinzerling/DC/USEPA/US@EPA

Cc:

fugh.justina@epa.gov 09/21/2009 10:23 PM

Date: Subject:

Re: seeking counsel on recusal

Hi Lisa - Justina Fugh is the right person for this. I am copying her here. Cheers, Scott

Lisa Heinzerling

---- Original Message -----

From: Lisa Heinzerling

Sent: 09/21/2009 07:55 PM EDT

To: "Scott Fulton" <fulton.scott@epa.gov>

09/25/2009 07:47 AM

Subject: seeking counsel on recusal Scott,

Several years back, I wrote an amicus brief for OMB Watch, in support of Riverkeeper's challenge to EPA's Phase II rule on cooling water intake structures issued under section 316(b) of the Clean Water Act. I did not participate in the case when it went to the Supreme Court.

I am writing to inquire as to whether I am recused from participating in matters related to the remand from the Supreme Court. I think probably I'm not, since I'm not working on the original litigation, but I wanted to make sure.

May I ask you to ask the appropriate person in OGC whether these circumstances require recusal?

Thanks for any guidance you all can provide.

Best, Lisa



{In Archive} Re: recusal question Lisa Heinzerling to: Justina Fugh

12/08/2009 05:05 PM

Archive:

This message is being viewed in an archive.

Got it. Thanks.

Justina Fugh

Hi Lisa, Well, from a federal ethics perspective, t...

12/08/2009 02:32:00 PM

From:

Justina Fugh/DC/USEPA/US

To:

Lisa Heinzerling/DC/USEPA/US@EPA

Date:

12/08/2009 02:32 PM

Subject:

Re: recusal question

Hi Lisa,

Well, from a federal ethics perspective, these facts don't present either an impartiality concern or an Obama ethics pledge issue. What I can't answer for you is whether your state bar has any restrictions that would preclude you from participating in the moot court. There are certainly no federal ethics issues here. Justina

Justina Fugh * Senior Counsel for Ethics * Office of General Counsel * US EPA (Mail Code 2311A) * Room 4308 Ariel Rios North * Washington, DC 20460 * phone 202-564-1786 / cell 202-731-3631 / fax 202-564-1772

Lisa Heinzerling

Justina, Several years ago, I represented severa...

12/07/2009 06:03:21 PM

From:

Lisa Heinzerling/DC/USEPA/US

To:

Justina Fugh/DC/USEPA/US@EPA

Date:

12/07/2009 06:03 PM

Subject:

recusal question

Justina,

Several years ago, I represented several environmental groups in a case brought by General Electric, challenging part of EPA's Superfund cleanup program as a violation of due process. I wrote an amicus brief for them in the district court here in D.C. Our amicus brief supported the view of EPA (the defendant in the case), that Superfund is constitutional.

The case is now on appeal in the D.C. Circuit. May I participate in a moot court on the case, on behalf of EPA?

Thanks for your advice. Let me know if you have any questions.

Best.

Lisa

{In Archive} Re: Speaker Information: Corporate Counsel Institute

Lisa Heinzerling to: Justina Fugh

12/18/2009 06:34 PM

History:

This message has been forwarded.

Archive:

This message is being viewed in an archive.

Justina,

Thank you for seeing this. I had indeed agreed to do this, not appreciating the financial aspect. I will ask my staff to cancel for me.

Lisa

Justina Fugh

---- Original Message ----

From: Justina Fugh

Sent: 12/18/2009 06:26 PM EST

To: Lisa Heinzerling

Subject: Fw: Speaker Information: Corporate Counsel Institute

Hi Lisa.

I received a copy of this request to review for another reason, but notice that Georgetown wrote directly to you. I don't know whether or not you have agreed to participate as a speaker at their Corporate Counsel Institute, but please be on notice that you CANNOT. Because you are on a leave of absence from Georgetown, you have a financial conflict of interest with GU under 18 USC 208. You cannot participate in your official duties in any particular matter of any kind that has a direct and predictable financial effect upon Georgetown. That they are sponsoring the event is enough indicia to conclude that they have a financial stake in this matter.

Please ask your staff to explain to Georgetown that you cannot participate because of the financial conflict of interest issue. I recommend against notifying them directly yourself. By the way, I recently sent your staff a screening arrangement that spells out your restrictions, and they indicated that they would ask you to sign it. That seems like a good idea as it will help you in the future.

Justina

Justina Fugh * Senior Counsel for Ethics * Office of General Counsel * US EPA (Mail Code 2311A) * Room 4308 Ariel Rios North * Washington, DC 20460 * phone 202-564-1786 / cell 202-731-3631 / fax 202-564-1772



12/18/2009 04:08 PM





Subject Speaker Information: Corporate Counsel Institute

Dear CCI Speakers:

On behalf of Georgetown Law CLE and the Association of Corporate Counsel, thank you for agreeing to participate in the "Corporate Counsel Institute". We are very happy that you have kindly agreed to volunteer your time and expertise. The Institute is scheduled for March 11-12 at Georgetown Law, 600 New Jersey Avenue NW, Washington, DC.

Please complete the steps below prior to the Institute.

Brochure

Review the attached brochure with an agenda included to obtain the time of your panel, panel topic, and the names of your co-panelist(s).

Speaker Contact List

Contact your co-panelists (contact information attached) to discuss your presentation, including format, content and time allocation.

Assistant's Contact Information

E-mail Ashleyyour assistant's name, phone number and e-mail address.

Biography: due January 8

E-mail a one-paragraph biography in Microsoft Word (sample attached) to be included in the course materials.

Course Materials: due January 29

E-mail your course materials in Microsoft Word by **January 29**. Please follow the attached Course Materials Guidelines and use the attached Cover Page and PowerPoint templates.

Audio Visual & Consent Form: due January 8

Return the attached Audio Visual & Consent Form. If you do not wish to sign the form, please notate this on the form and return it. If colleagues assist in writing your course materials and will be recognized, ask each of them to sign the consent portion of the form as well.

Travel Arrangements

If you live outside the Washington DC area, remember to make your travel and hotel reservations.

A block of rooms has been held at the following hotel. These rooms will be held as a block, unless exhausted, until **Wednesday**, **February 10**, **2010**, at which time they will be released to the general public. Please be sure to mention the **Corporate Counsel Institute** room block to receive the room rate below.

Hyatt Regency Washington on Capitol Hill

400 New Jersey Avenue, NW Washington DC 20001 (202) 737-1234 or (800) 233-1234

http://washingtonregency.hyatt.com/hyatt/hotels/group-booking.jsp? requestid=187361

Room rate: \$269 single/double

Please complete and send the requested information by the respective deadline. I look forward to working with you in making this year's Corporate Counsel Institute a success! Do not hesitate to contact me if you have any questions.

Sincerely,



The information contained in this communication is confidential, may be attorney-client privileged, may constitute inside information, and is intended only for the use of the addressee. It is the property of Kirkland & Ellis LLP or Kirkland & Ellis International LLP. Unauthorized use, disclosure or copying of this communication or any part thereof is strictly prohibited and may be unlawful. If you have received this communication in error, please notify us immediately by return e-mail or by e-mail to postmaster@kirkland.com, and destroy this communication and all copies thereof, including all attachments.

[attachment "CCI-10.pdf" deleted by Lisa Heinzerling/DC/USEPA/US]
[attachment "Speaker Contact List.pdf" deleted by Lisa Heinzerling/DC/USEPA/US]
[attachment "Sample Biography.pdf" deleted by Lisa Heinzerling/DC/USEPA/US]
[attachment "Course Material Guidelines .pdf" deleted by Lisa Heinzerling/DC/USEPA/US]
[attachment "CCI Cover Page Template.doc" deleted by Lisa Heinzerling/DC/USEPA/US]
[attachment "CCI PowerPoint Template.ppt" deleted by Lisa Heinzerling/DC/USEPA/US]

[attachment "AV & Consent Form.pdf" deleted by Lisa Heinzerling/DC/USEPA/US]

{In Archive} Re: Ethics question

Lisa Heinzerling to: Justina Fugh

Archive:

This message is being viewed in an archive.

Thanks! (There is no fee.)
Justina Fugh

---- Original Message -----From: Justina Fugh

Sent: 01/06/2010 11:35 AM EST

To: Lisa Heinzerling

Subject: Fw: Ethics question

Oh, I should have added that you have to pay if there is a fee. If the dinner is free to GULC faculty, then you don't have to pay.

---- Forwarded by Justina Fugh/DC/USEPA/US on 01/06/2010 11:34 AM -----

From:

Justina Fugh/DC/USEPA/US

To:

Lisa Heinzerling/DC/USEPA/US@EPA

Date:

01/06/2010 11:34 AM

Subject: Re: Ethics question

Wow, that's an amazing post! Yes, you may attend the dinner so long as you pay your own way and do it on your own (not EPA) time.

Lisa Heinzerling

Justina, The Georgetown Law dean, Alex Aleinik...

01/05/2010 08:13:41 AM

01/06/2010 12:03 PM

From:

Lisa Heinzerling/DC/USEPA/US

To:

"Justina Fugh" < Fugh. Justina@epamail.epa.gov>

Date:

01/05/2010 08:13 AM

Subject:

Ethics question

Justina,

The Georgetown Law dean, Alex Aleinikoff, is stepping down to become the UN's deputy high commissioner for refugees. There is a going-away dinner in his honor on January 16. In attendance will be Georgetown Law faculty and others who know Alex. (The faculty alone has over 100 members.)

May I go to the dinner?

Thanks.

Lisa

{In Archive} Re: Ethics guidance?

Lisa Heinzerling to: Justina Fugh

02/26/2010 09:29 AM

Archive:

This message is being viewed in an archive.

Of course. Thanks. Have a good weekend. Justina Fugh

---- Original Message -----

From: Justina Fugh

Sent: 02/26/2010 08:54 AM EST

To: Lisa Heinzerling

Subject: Re: Ethics guidance?

Your issue is not forgotten but not quite as urgent as other pressing matters. You'll gert your note soon. Lisa Heinzerling

---- Original Message -----

From: Lisa Heinzerling

Sent: 02/26/2010 08:11 AM EST

To: Justina Fugh

Subject: Ethics guidance?

Hi Justina - Just making sure you hadn't forgotten me - when we spoke last week, you indicated you would prepare a sheet setting out guidelines on speaking in my personal capacity, plus guidelines for Louise W in vetting invitations from Georgetown. Thanks in advance for your help - Lisa